

Shortcut Key	Function
C	Compose email
Shift + C	Compose Email in a new window
Enter / O	Open email
/	Moves to Search box
U	Return to Conversation list
J	Moves the selection to most recent emails / scrolls down
K	Move the cursor to next conversation / scroll up
M	Mute conversation, archives conversation and all future messages skip inbox
N	Moves to Next Message (applicable in Conversation View only)
P	Moves cursor to previous message (applicable in Conversation View)
X	Checks any conversation
E or Y	Moves any checked conversation to archive
+	Mark conversation as important
-	Mark conversation as not important
!	Report spam
CTRL + S	Save draft
#	Move conversation to trash
V	Move conversation to different folder
S	Adds a star to any email / Starred Mail
Shift + 1	Marks message as spam
R	Reply to sender
Shift + R	Replied to message in a new window
A	Replies to all sender
Shift + A	Replies to all senders in a new window
F	Forward message
Shift + F	Forward message in a new window
Shift + 3	Moves an email to trash
L	Opens Label menu to label any email
Shift + I	Marks message as read
Shift + U	Marks message as unread

Shift + N	Updates current conversation window if there are new messages
Q	Moves cursor to chat search box
,	
. Or ,	Opens more menu
CTRL + Shift + c	Add CC recipients
CTRL + Shift + b	Add BCC recipients
Z	Undo last action
Tab then Enter or CTRL + Enter	Sends email after composing
Y then O	Archives conversation you are reading and moves to next one
G then A	Open All Mail folder
G then S	Open Starred folder
G then C	Open Contacts
G then D	Open Drafts
G then L	Moves cursor to search box with Label operator
G then I	Return to Inbox
G then T	Move to Sent Mail
* then A	Select All Mails
* then U	Select all unread mails
* then R	Select all read mails
* then N	Deselect all mails
* then T	Select all unstarred mails
* then S	Select all starred mails

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